

NOV 10 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Centralization of Office of Research and Reports
and Office of Current Intelligence Graphic
Facilities

1. In order to achieve the maximum productivity from the present DD/I graphic facilities, namely, the Graphics Branch, Cartography Division, ORR and the Technical Branch, Presentations Division, OCI, it is proposed in Tab A to merge these two facilities into one organization component within OCI naming it the Graphics Branch, Presentations Division, OCI. This proposed merger has been agreed to by the AD/CI, AD/RR, and the DDI.

2. The proposed Graphics Branch, OCI will be responsible for providing graphic support in the form of visual aids to the DD/I Area, the NSC and the White House as well as providing graphic presentations and displays. It is of interest to note that an average of 65 hours per week are currently expended in scheduled briefings which generate priority graphics workload necessitating overtime work in order that production deadlines be met. It has been estimated that approximately 1000 hours of overtime were expended during the past twelve month period. It is felt that the merger of the ORR and OCI graphic facilities and the creation of a two shift operation will at least balance if not negate the present overtime requirement with no increase in total personnel assigned and will provide for more efficient utilization of personnel and broader and increased graphic support in the DD/I Area thru more effective control of production effort.

3. The Assistant Director for Personnel concurs in the subject proposal with revisions to the staffing pattern proposed as outlined in Tab B and concurred in by the Office of the DD/I.

4. The Comptroller has noted that the proposed merger will be accomplished within present ceiling and fund allocation to the DD/I Area. (See Tab C)

5. Approval of the following actions is recommended:

- a. Deletion of position No. H380 from the OCI T/O.
- b. Dissolution of the Graphics Branch, Cartography Division, ORR.

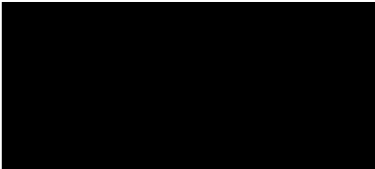
c. Deletion of positions No. F943, F944, F945, F945.01, F946 and F946.01 from the ORR T/O.

d. Transfer of six ceiling slots from ORR to OCI.

e. Change title of the present "Technical Branch", OCI to the "Graphics Branch", OCI.

f. Creation of six additional T/O positions in the Graphics Branch, OCI making a total of thirteen T/O positions as listed in Tab B.

6. It is further recommended that the appropriate DD/I, ORR and OCI directives be amended to reflect the changes in organization, mission and function resulting from this centralization of graphic facilities to service the DD/I Area.


Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of DAD/P
- Tab C - Concurrence of Budget Div.

APPROVED:

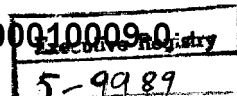
Date: 18 Nov 54

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L. K. WHITE
Deputy Director
(Administration)

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SEP 23 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Centralization of ORR and OCI
Graphic Facilities

1. In accordance with the agreement reached between the AD/CI, AD/RR and the DDI, it is requested that necessary administrative action be taken to transfer the Graphics Branch, Cartography Division, ORR to OCI and merge it with the Technical Branch, Presentations Division.

2. At my request a review was recently conducted of the graphic facilities of ORR and OCI to determine the most efficient and effective organization for meeting the heavy requirements of the DD/I offices for graphic services. Under the present organization the Graphics Branch of ORR, with six positions, and the Technical Branch of OCI, with seven positions, are maintaining similar facilities. Based on the study, it has been determined that full utilization of the production capacities of the two graphics sections can be achieved best through their merger into a single unit and that, because of the special security requirements, the services should be centralized in the Special Center under the jurisdiction of the AD/CI.

3. The mission and functions of the Cartography Division, ORR, including the Special Support Branch located in the Special Center, will continue as at present except for graphics.

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SEP 24 1954

- 2 -

4. The combined service will provide centralized graphic support for all the DD/I offices and will include NSC requests in addition to the DCI briefing aids, requests from the Office, DCI, design work for Agency certificates and medals, and other specific support as required.

5. Attached is a listing reflecting the present T/O's of the Technical Branch and the Graphics Branch and the proposed T/O for the new centralized unit. The proposed merger will be accomplished within present personnel ceiling and fund allocation to the DD/I area. It is requested that the six ceiling positions assigned to the Graphics Branch of ORR be transferred to the OCI allocation to provide a total of 13 for the new unit and the balance in ORR allotment Account No. 5-5723-20 be transferred to OCI allotment Account No. 5-5103-20

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ROBERT AMORY, Jr.
Deputy Director/Intelligence

CONCUR:

FOIAb3b


A  and Reports

CONCUR:


Acting Assistant Director/Current Intelligence

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attach to: OCI-0013

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PRESENT T/O
TECHNICAL BRANCH, OCI

| <u>Slot No.</u> | <u>Title</u> | <u>Slot Grade</u> |
|-----------------|------------------------|-------------------|
| H- 437 | Illustrator, Gen. Sup. | GS-13 |
| 330 | Illustrator, Gen. Sup. | GS-11 |
| 330.01 | Illustrator, Gen. Sup. | GS-11 |
| 331 | Illustrator Gen. | GS-9 |
| 331.01 | Illustrator Gen. | GS-9 |
| 331.02 | Illustrator Gen. | GS-9 |
| 331.03 | Illustrator Gen. | GS-9 |
| 380* | Clerk | GS-4 |

*This slot blocked under ceiling restrictions. ?

PRESENT T/O
GRAPHICS BRANCH, ORR

| <u>Slot No.</u> | <u>Title</u> | <u>Slot Grade</u> |
|-----------------|------------------------|-------------------|
| F943 | Illustrator, Gen. Sup. | GS-13 |
| F944 | Illustrator, Gen. Sup. | GS-12 |
| F945 | Illustrator Gen. | GS-11 |
| F945.01 | Illustrator Gen. | GS-11 |
| F946 | Illustrator Gen. | GS-9 |
| F946.01 | Illustrator Gen. | GS-9 |

8 September 1954

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attach to: OCI-0013

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PROPOSED T/O
GRAPHICS BRANCH, OCI

| | |
|-------------------------|-------|
| Branch Chief | GS-14 |
| Illustrator (Gen. Sup.) | GS-12 |
| Control Officer | GS-9 |

| <u>Day Shift</u> | | <u>Night Shift</u> | |
|--------------------------------|---------|----------------------------------|---------|
| Illustrator General Supervisor | GS-13 ✓ | Illustrator & General Supervisor | GS-13 |
| Illustrator General Supervisor | GS-12 | Illustrator Supervisor | GS-12 |
| Illustrator General | GS-11 ✓ | Illustrator General | GS-11 ✓ |
| Illustrator General | GS-9 ✓ | Illustrator General | GS-9 |
| Illustrator General | GS-9 | Illustrator General | GS-9 |

8 September 1954

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Approved For Release 1999/09/20 : CIA-RDP78-03568A001000010009-0

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Centralization of ORR and OCI Graphic Facilities

REFERENCE : Memorandum from DD/I for DD/A dated 23 September 1954,
same subject. (MS 267)

1. This Office has reviewed attached subject proposal for transfer and merger of Graphics Branch, Cartography Division, ORR with the Technical Branch of the Presentations Division (Division title proposed), OCI.

2. Classification discussions with OCI have resulted in revisions in the staffing pattern proposed, with position titles and grades approved by this Office and concurred in by the Office of the DD/I as follow:

| | | |
|------------------------------------|---------------|-----|
| Illustrator (General) (Supervisor) | GS-1020.01-14 | V63 |
| Illustrator (General) (Supervisor) | GS-1020.01-13 | V37 |
| Intelligence Officer (General) | GS-0132.06-09 | V64 |

Day Shift

Night Shift

| | | |
|------------------------------------|-------------------|-------|
| Illustrator (General) (Supervisor) | GS-1020.01-12 | V65 |
| Illustrator (General) | GS-1020.01-11/12* | V66 |
| Illustrator (General) | GS-1020.01-11 | B30 |
| Illustrator (General) | GS-1020.01-11 | B3001 |
| Illustrator (General) | GS-1020.01-09 | B301 |
| Illustrator (General) | GS-1020.01-09 | B3001 |

| | | |
|------------------------------------|---------------|--------|
| Illustrator (General) (Supervisor) | GS-1020.01-12 | V6501 |
| Illustrator (General) | GS-1020.01-11 | B3001 |
| Illustrator (General) | GS-1020.01-09 | B30101 |
| Illustrator (General) | GS-1020.01-09 | B3001 |

* The second position in the day shift has been approved on a dual-grade basis pending review to ascertain its nature as it develops six months after the proposed subject centralization is officially effected.


Harrison G. Reynolds
Assistant Director for Personnel

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Attachment
Referenced Memorandum

Approved For Release 1999/08/22 : CIA-RDP78-03568A001000010009-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 12 October 1954

FROM : Chief, Budget Division

SUBJECT: Centralization of ORR and OCI Graphic Facilities

REF. : Memorandum on same subject dated 23 September 1954 addressed to the DD/A from the DD/I

1. The reference memorandum proposes to transfer six ceiling positions assigned to the Graphics Branch, Cartography Division, Office of Research and Reports to the Office of Current Intelligence and merge them with the seven ceiling positions of the Technical Branch, Presentations Division, in order to effect a fuller utilization of the production capacities of the two Sections merged into a single unit.

2. The following summary reflects the costs of the present T/O of the two offices and the proposal:

| Grade | Present T/O | | | | | | Proposed T/O | | Difference |
|-------|-------------|----------|------|----------|-------|-----------|--------------|----------|------------|
| | OCI | | ORR | | TOTAL | | | | |
| | Pos. | Amount | Pos. | Amount | Pos. | Amount | Pos. | Amount | |
| GS-14 | - | - | - | - | - | - | 1 | \$ 9,600 | + \$ 9,600 |
| GS-13 | 1 | \$ 8,360 | 1 | \$ 8,360 | 2 | \$ 16,720 | 2 | 16,720 | - |
| GS-12 | - | - | 1 | 7,040 | 1 | 7,040 | 3 | 21,120 | + 14,080 |
| GS-11 | 2 | 11,880 | 2 | 11,880 | 4 | 23,760 | 2 | 11,880 | - 11,880 |
| GS-9 | 4 | 20,240 | 2 | 10,120 | 6 | 30,360 | 5 | 25,300 | - 5,060 |
| Total | 7 | 40,480 | 6 | 37,400 | 13 | 77,880 | 13 | 84,260 | + 6,740 |

3. From the above summary it will be noted that an additional amount of \$6,740 will be required on an annual basis, with all positions figured at the base of the grade. In addition if the proposed Day and Night Shift is put into effect extra costs will ensue due to payment for Night Work differential.

OCT 13 1954

- 2 -

4. It should also be noted that the DD/I has stated that the proposed merger will be accomplished within present ceiling and fund allocation to the DD/I Area.



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